

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		NUMBER: 5160-1
SUBJECT: Official Seal of the Department	DATE: November 16, 1983	
	OPI: Real Property Management Division, 00	

1 PURPOSE AND SCOPE

This regulation outlines requirements and procedures to be followed by agencies with regard to the use and/or reproduction of the Official Seal of the Department of Agriculture. (See Appendix A)

2 CANCELLATION

Agriculture Property Management Regulations, Subpart 104-6.52, Official Seal of the Department, September 10, 1975, is superseded by this regulation and is hereby rescinded.

3 POLICY

The Official Seal of the Department of Agriculture will be in the custody of, the Director of the Office of Operations (00) who will be responsible for the safeguarding and proper use of the seal. No employee of the Department will affix this seal to any document, nor will any employee reproduce the impression of the seal or duplicate the seal in exact replica and size without specific authority of the Director, 00, except as provided in section 5 of this Regulation.

4 FORMS

AD-14 Request for Supplies, Forms and/or Publications

5 USE

a Verification of Official Documents. The Official Seal will be used only to verify official documents of the Department under instructions issued by 00. Requests to affix the seal to documents wi.ll be submitted in writing

to the Executive Correspondence Unit, 00, by Heads of Agencies or their designee. A list of designees will be forwarded to the Executive Correspondence Unit.

b Replicas. Replicas of the Official Seal of the Department, including plaques and color prints or other reproductions may be:

- (1) Displayed in Department auditoriums, lobbies, frequented by the public, and other locations deemed appropriate and approved by heads of agencies, or their designees, provided the hanging or attaching of such replicas to walls is in accordance with approved practices for the building;
- (2) Used as identification of official exhibits and informational materials of the Department when approved by the Director, Office of Information, Governmental and Public Affairs (OGPA);
- (3) Furnished for use in appropriate public displays or for other educational or public purposes when approved by the heads of agencies or their designees;
- (4) Reproduced on agency stationery, publications, and other printed materials in accordance with the Design Manual issued by OGPA; and
- (5) Printed on employee's business cards, provided such cards are obtained at the employee's expense and used only when representing the Department on official business.

c Requisitioning Plaques. Plaque replicas may be requisitioned by submitting Form AD74 to the Personal Property Management Division (PPMD), 00. Only those requests signed by Agency Heads or their designees will be honored. Accordingly, a

list of designees authorized to sign requests for plaques must be furnished to PPMD.

6 INQUIRIES

Inquiries regarding the Seal and its appropriate use shall be referred to the Real Property Management Division (RPMD), 00.

-END-

APPENDIX A

OFFICIAL SEAL OF THE DEPARTMENT

By an Act of Congress, approved August 8, 1894, the Secretary of Agriculture was authorized and directed to procure a proper seal to be known as the Official Seal of the Department of Agriculture. By an order dated June 21, 1895, Honorable J. Sterling Morton, at that time Secretary of Agriculture, proclaimed the adoption of an Official Seal for the Department of Agriculture in the following terms.

"ORDERED, That the Official Seal of the Department of Agriculture shall be (as described in Heraldic terms), two and three-eighths inches in diameter (azure), a shock of corn (or), upon a base (vert) an American plough proper. All within a double annulet (argent), outer roped, inner beaded, charged with the inscription: UNITED STATES DEPARTMENT OF AGRICULTURE, and at the base, a scroll bearing the legend: '1862. AGRICULTURE IS THE FOUNDATION OF MANUFACTURE AND COMMERCE. 1889.' (or), A diapered background of 44 stars (argent) for the States of the Union."

Records indicate that the design for the Official Seal of the Department of Agriculture was drawn by A. H. Baldwin, an artist in the employ of the Department, and submitted for criticism to Bailey, Banks, and Biddle, of Philadelphia, Pa. Secretary Morton showed a great amount of interest in the design of the Official Seal, even to the point of holding several conferences with Department officials and commercial concerns.

A green or gold seal and a green ribbon are used on many documents with the impression of the seal. There are no official requirements for the use of green; however, it is deemed to be appropriate for use by this Department.